

South Dakota Braille & Talking Book Library

*Mercedes MacKay Building ** 800 Governors Drive*

*Pierre, SD 57501-2294 ** Telephone 605-773-3131*

*Toll Free 1-800-423-6665 *** Fax 605-773-6962*

Application for FREE Library Service - INSTITUTION

The reading material and sound reproducers for the use of the blind and physically disabled persons may be loaned to individuals who qualify, to institutions such as nursing homes and hospitals, and to schools for the blind or physically disabled for the use of such persons only. The reading material and sound reproducers may also be used in public or private schools where disability students are enrolled. However, the students must be certified as eligible on an individual basis and must be the direct and only recipients of the material and equipment.

Please print or type:

Name of Institution: _____ **Telephone:** _____

Address: _____ **Apt./Rm#** _____

(city)

(state)

(zip code)

Name of staff member of institution who will be responsible for this service:

(name)

(title and occupation)

TO BE COMPLETED BY CERTIFYING AUTHORITY

I certify that the institution named serves persons who are unable to read or use standard printed material because of blindness, visual impairment, Physical disability. I further certify that the reading materials and equipment borrowed will be used by such person(s) only.

(signature)

(title and occupation)

(address)

(city)

(state)

(zip)

ELIGIBLE APPLICANTS

You may borrow any of the following items. Check those you wish to receive on loan:

- _____ Textbooks on Cassette _____ Textbooks in Braille _____ Textbooks in Large Print
- _____ Catalogs to make recreational reading selections of braille books
- _____ Catalogs to make recreational reading selections of cassette books
- _____ Large Print recreational books (requires an addition application)
- _____ Descriptive Videos (you must have your own VCR)
- _____ Magazine Catalog
- _____ Talking Books on cassette and a cassette player
(plays 1-7/8 ips, 15/16 ips, 2 track and 4 track cassettes)

The equipment and special attachments are supplied to eligible institutions on extended loan. If this equipment is not being used in conjunction with recorded reading material provided by the Library of Congress and its cooperating libraries, it must be returned to the Braille & Talking Book Library.

SPECIAL ATTACHMENTS

Special attachments for cassette players and talking book phonographs are available. Please check any you would like from the list below:

- | | |
|-----------------------------|---|
| _____ Amplifier | For use of hearing impaired only. Special application will be sent to you. Amplifier attaches to the headphones only. |
| _____ Extension levers | Helpful to readers who have limited use of head and /or arms. |
| _____ Pillow phone | Solely for readers confined to bed. For cassette and phonograph. |
| _____ Plastic tone arm clip | Assists in placing tone arm on record when using the phonograph.
Helpful to readers with limited use of their hands. |
| _____ Remote control unit | Turns phonograph or cassette player on or off from a remote location.
Helpful to readers confined to bed or those with limited use of their hands. |

Playback equipment and special attachments are supplied to eligible person on extended loan. If this equipment is not being used in conjunction with recorded reading material provided by the Library of Congress and its cooperating libraries, it must be returned to the issuing agency.

READING PREFERENCE

_____ Send only the books I request. **DO NOT SELECT FOR ME.**

_____ Library **STAFF MAY SELECT** books for me:

How many books would you like to receive: _____

How often: _____ daily _____ weekly

_____ bi-weekly _____ monthly

_____ Turn Around (when you send books back you will receive books in return).

Suggestions: _____

PLEASE EXCLUDE BOOKS THAT CONTAIN THE FOLLOWING:

Please check all that apply

_____ Books with explicit sex (se)

_____ Books with violence (vi)

_____ Books with strong language (st)

_____ Long Books (3 or more cassettes) (lo)

_____ Short Books (2 or less cassettes) (sh)

_____ Male Narrator (mn)

_____ Female Narrator (fn)

TYPE OF MATERIAL I WISH TO RECEIVE

Please check as many areas that interest you.

_____ Fiction only

_____ Non Fiction only

_____ would like both

___ Adventure (adv)

___ Animal stories (anm)

___ Arts & Crafts (art, cra)

___ Bestsellers (bes)

___ Biographies (bio)

___ Business & management (bus, bsm)

___ Classics (cla)

___ Computer books (cmp)

___ Cooking (ckh)

___ Drama (dra)

___ Education (edu)

___ Fairy tales & folklore (fol)

___ Family stories (fsg, fst)

___ Fantasy (fan)

___ Gothic (got)

___ Harlequin romance (hlq)

___ Historical romance (roh)

___ History U.S. (hus)

___ Hobbies & pastimes (hob)

___ Holidays & celebrations (hol)

___ Medicine (med)

___ Movies, radio, television (mrt)

___ Music & dance (mad)

___ Mysteries (mys)

___ Poetry (poe)

___ Pioneer (pio)

___ Religion & inspiration (rel, rin)

___ Romances (rom)

___ Sea Stories (sea)

___ Science fiction (scf)

___ South Dakota Interest

___ Spicy Romance (rox)

strong lang/sex

___ Sports (spo)

___ Spy stories (spy)

___ Suspense (sus)

___ War (war)

___ Western (wes)

Other (please

specify) _____

NOTICE: Records relating to recipients of Library of Congress reading material are confidential except for those portions defined by State law as public information. To find out the extent to which the information provided on this application form may be released to other individuals, institutions, or agencies, consult the agency to which you are submitting this application.

ELIGIBILITY REQUIREMENTS FOR LOAN OF LIBRARY MATERIALS

A. The following persons are eligible for loan service:

Blind persons whose visual acuity, as determined by competent authority, is 20/200 or less in the better eye with correcting lenses, or whose widest diameter of visual field subtends an angular distance no greater than 20 degrees.

Persons whose visual disability, with correction and regardless of optical measurement, is certified by competent authority as preventing the reading of standard printed material.

Persons certified by competent authority as unable to read or unable to use standard printed material as a result of physical limitations.

Persons certified by competent authority as having a reading disability resulting from organic dysfunction and of sufficient severity to prevent their reading printed material in a normal manner.

B. Competent Authority:

In case of blindness, visual disability, or physical limitations, “**competent authority**” is defined to include doctors of medicine; doctors of osteopathy; ophthalmologists; optometrists; registered nurses; therapists; professional staff of hospitals, institutions, and public or welfare agencies (e.g., social workers, case workers, counselors, rehabilitation teachers, and superintendents). In the absence of any of these, certification may be made by professional librarians or by any person whose competence under specific circumstances is acceptable to the Library of Congress.

C. **In the case of reading disability from organic dysfunction, competent authority is defined as doctors of medicine who may consult with colleagues in associated disciplines.**

D. Qualified readers must be residents of the United States, including the several states, territories, insular possessions, and the District of Columbia, or American citizens domiciled abroad.

LENDING OF MATERIAL AND CLASSES OF BORROWERS

A. **Veterans.** In the lending of books, records, reproducers, musical scores, instructional texts, and other specialized materials, preference shall be given at all times to the needs of the blind and other physically disabled persons who have been honorably discharged from the armed forces of the United States.

B. **Institutions.** The reading material and sound reproducers for the use of the blind and physically disabled persons may be loaned to individuals who qualify, to institutions such as nursing homes and hospitals, and to schools for the blind or physically disabled for the use of such persons only. The reading material and sound reproducers may also be used in public or private schools where disability students are enrolled. However, the students must be certified as eligible on an individual basis and must be the direct and only recipients of the material and equipment.